

Record of officer decision

Decision title:	To reintroduce public access to the search facilities at Herefordshire Archive & Records Centre from the week beginning 12 April 2021
Date of decision:	12 April 2021
Decision maker:	Director for Economy & Place
Authority for delegated decision:	The Chief Executive's Scheme of Delegation – SA42 The Economy & Place Scheme of Delegation – line 17
Ward:	The site is in Dinedor ward but the service is countywide with visitors coming from across the UK
Consultation:	The following have been consulted and are content for this decision to be taken: Legal services, Finance, Cabinet Member for Commissioning, Procurement and Assets
Decision made:	To re-open HARC to the public
Reasons for decision:	<p>HARC and the museum sites have been closed in line with regulations enforcing the national lockdown in England.</p> <p>Under the government's proposed roadmap for moving out of Covid-19 restrictions, guidance for Step 2 activity for Reopening businesses and venues states that at this stage,</p> <p>'Public buildings, such as community halls and centres, and libraries, can reopen'.</p> <p>The government has confirmed that proposed changes for step 2 can take place from 12 April and a link to the current guidance is below</p> <p>https://www.gov.uk/government/publications/reopening-businesses-and-venues-in-england/reopening-businesses-and-venues#step-2---no-earlier-than-12-april</p> <p>Confirmation has been received from the Department For Culture, Media and Sport that Archive search rooms can reopen from 12 April for public access with some initial restrictions. All sessions must be pre-booked, numbers on site should be managed, all items handled by the public should be quarantined for 72 hours after use and appropriate risk assessments should be in place.</p> <p>Covid-19 secure certification for the delivery of the service in this manner is in place as is an appropriate system for test & trace.</p> <p>Initially, from 12 April, HARC will operate on Tuesday, Wednesday and Thursday between 10.00 and 15.30. These hours will be reviewed with a view to extending them as the national relaxation of restrictions develops.</p>
Highlight any associated risks/finance/legal/equality considerations:	A full COVID-19 secure risk assessment has been undertaken to ensure ways of working that will protect both staff and customers. Each staff team based in the building has been involved in developing the risk assessments for their areas. This has been shared with and approved by both Herefordshire Council's Health

	<p>& Safety team and UNISON and these processes will be adhered to after re-opening.</p> <p>The service's revenue budget includes costs for staff to provide the service. There will be a financial implication for the ongoing provision of PPE such as hand sanitizer. Re-opening the sites will, however, enable the resumption of income generation through sales and donations. Based on previous monthly figures this should be in the region of £150 per month at HARC.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>The option not to reintroduce the service yet was considered. This was rejected as this element of the service can be reintroduced safely and is in line with national guidance</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

Signed

Date: 12 April 2021

Richard Ball
 Director for Economy & Place